

Right-of-Way Permit Submittal Requirements

The following items must be provided in order to properly apply for a Right-of-Way and Franchise Utility permits. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic PDF Requirements](#)
3. Go to MyBuildingPermit.com and apply

I. Application Checklist

The checklist below is an overview of the City's submittal requirements for all written documentation. Please note that permit applications missing one or more items listed are considered incomplete and will delay the permit review process. See sections II and III for details required on each sheet.

✓	Qty.	Item
Plan Set (Plan set must be in one pdf and comply with our Electronic PDF Requirements)		
	1	Site Plan
	1	Traffic Control Plan
Intake Fee		
	Plan check fee deposit (50% of the Permit Fee) required at time of submittal. Plan check fee deposit (50% of the Permit Fee) required at time of submittal. Cash or check only. (other permit fees may apply – see Permit Technician for more information)	

II. Plan Set General Requirements

1. Format (applies to all sheets)

All drawings submitted shall conform to the following requirements:

- Sheet size:** 24"x36" (preferred). 11" x 17" or 8-1/2 x 11 allowed for small sites only
- Title Block:** Locate on right hand margin and provide:
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
 - Name and address of firm or contact responsible for the drawing
- Scale:** Unless site size dictates a different scale, site (civil) drawings: 1'=20'
- Details:** All construction and structural details **must** be cross referenced and included in the full size plan set. Do not submit details in a separate document packet.
- Show **North Arrow:** All drawings must include a north arrow

III. Plan Set Components

The information described under the drawing titles is a minimum requirement for right of way permit submittal. The logical arrangement of the required information is left up to the applicant.

1. Site Plan

- a. Site location, address and names of adjacent or nearby streets
- b. Existing and proposed driveways and intersections
- c. Right of way boundaries and any easements
- d. Existing pavement, curb, gutter, bike lanes and sidewalk
- e. Location and size of any water facilities and related structures

- f. Location and size of any sanitary sewer facilities and related structures
- g. Location and size of any storm water facilities and related structures
- h. Location of power, power poles, gas, telephone and cable
- i. Location of any vaults, junction boxes
- j. Trench cross-section indicating width and depth of excavation
- k. Trench backfill and pavement restoration detail (see Issaquah Street Standards for requirements)
- l. Sidewalk patching detail (see Issaquah Street Standards for requirements)

2. Traffic Control Plan

- a. Signs, cones, barricades and all other traffic control devices shall be used in accordance with the latest version of the MUTCD
- b. Include lane widths and hours of work
- c. Vehicle and pedestrian access shall be maintained at all times